

Form CP-2
Guidelines and Instructions

The Community Preservation Fund Report, Form CP-2, is a statement of revenues, expenditures and fund balances summarizing the activities of a city/town's CPA special revenue fund for a specific fiscal year. This report shows the detail fund balances available for recommendation by the Community Preservation Committee.

Page 1:

Complete the title section by entering the name of your city/town, the fiscal year and the % of the surcharge. By accessing the form via Gateway, your community name and fiscal year along with the % of surcharge will be filled in for you.

1. Enter total fund balance from the prior year report on line 1. This field will be auto-filled once historical data is captured in Gateway.
2. In the section titled New Revenues/OFS, please report the actual revenues received during the fiscal year on the appropriate line numbered 2 through 7. Line 2, proceeds from bonds and notes, would include bond proceeds and pay downs of short term debt.
3. In the section titled Expenditures/OFU, please report actual amounts expended for each purpose on the appropriate line numbered 8a through 8d. In the section titled Expenditures for Debt Service, please report payment of debt by specific purpose on lines 9a through 9d. Report administrative expenses paid on line 10. Report total expenditures that do not fit into the descriptions of lines 8 to 10 on line 11.

The formulas in the spreadsheet will calculate the total fund balance based on total revenues minus total expenditures. Fill in the fiscal year.

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1. The fund balances reported on lines 1 through 7, should correspond to the amounts reported on the community's balance sheet at fiscal year end. Please refer to the UMAS manual for description of fund balance accounts. Amounts reported on line 6 would include restricted donations and gifts.
2. Total Community Preservation fund balance on line 8 **must** equal the total on page 1 of the Form CP-2 and the balance sheet. Again, enter the fiscal year.
3. Answer the 10% requirement question and if no, list details in the space below. If the space provided is inadequate, you may send additional information directly to your BOA field representative.
4. In the Additional Comments section, please disclose any other facts regarding the CPA fund that will enhance the data reported above, i.e. report expenditures offset by short term debt.
5. Form can be submitted through the Gateway system, mailed to the address on the form, E-mailed to your BOA field rep or faxed to (617) 626 – 3916 by October 31.